



DEPARTMENT OF THE NAVY
COMMANDER FLEET AIR MEDITERRANEAN
AND COMMANDER NAVAL SURFACE GROUP MEDITERRANEAN
COMMANDER MARITIME SURVEILLANCE AND RECONNAISSANCE FORCES
U.S. SIXTH FLEET
AND COMMANDER MARITIME AIR MEDITERRANEAN

Canc frp: Jan 02

COMBINEDSTAFFNOTE 12630
N01

25 Jan 01

COMBINED STAFF NOTICE 12630

Subj: DAYS OF REST AND EXCUSED ABSENCE FOR LOCAL NATIONAL (LN)
EMPLOYEES

Ref: (a) Conditions of Employment Manual for Local National
Employees of the U.S. Armed Forces in Italy
(b) COMFAIRMEDINST 12610.1A
(c) JCPC Italy resolution 100.3b of 18 Sep 00

1. Purpose. To establish procedures for the use of rest days and the granting of excused absence (permessi) to LN employees in connection with abolished Italian holidays and the annual hours of work reduction for calendar year 2001.

2. Scope. This notice applies to all LN employees serviced by the Human Resources Office, Naples, Italy (including Gaeta and La Maddalena); Human Resources Office, Sigonella, Italy; and the Civilian Personnel Offices of the Navy Exchange Naples and Sigonella.

3. Procedures.

a. Rest days in substitution of abolished Italian holidays.
Two rest days with pay will be granted in substitution of two abolished Italian holidays in accordance with article 20 of reference (a). The first rest day will be granted on Monday, 28 May, Memorial Day, and the second rest day will be granted on Wednesday, 4 July, Independence Day. Department of Defense school teachers may be granted these 2 days of rest during the school year, upon their request, if their permessi hours are exhausted. Firefighters assigned to a 24-hour-per-day tour of duty will be granted the above rest days in accordance with paragraph 4b of reference (b).

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b. Rest days and excused absence granted as annual hours of work reduction. In accordance with references (a) and (c), in calendar year 2001, full-time permanent employees in a pay status during the entire calendar year will be entitled to a 92-hour reduction in the annual hours of work for non-Exchange employees and 96 hours for Exchange employees. The reduction in hours of work for temporary employees, part-time employees, employees hired or terminated during the year and employees in a non-pay status for more than 15 calendar days will be proportionate to the employment period, the number of hours in a pay status and the number of regularly scheduled hours of work, if less than 40 hours per week. The reduction in hours of work for full-time employees in a pay status for the whole calendar year will be effected through the granting of 6 rest days with pay for Exchange and non-Exchange employees, plus excused time with pay, hereinafter referred to as permessi, in the amount of 44 hours for non-Exchange employees and 48 hours for Exchange employees. Other employees will be granted rest days and permessi proportionate to their reduction in hours of work. For this purpose, 1 rest day equals 8 hours of reduction. Firefighters assigned to a 24-hour-per-day tour of duty are entitled to the same number of hours of reduction as for those assigned to a 40-hour-per-week tour of duty. However, since the actual hours of work for firefighters amount to 16 hours per day, they are only entitled to 3 rest days and 44 hours of permessi.

(1) Rest days. Management will designate 3 rest days for non-Exchange and Exchange employees, and the union officials will designate the other 3 rest days. Firefighters will be granted the rest days in accordance with paragraph 4b of reference (b), and any unused balance will be granted as permessi as soon as operational requirements permit.

DESIGNATED REST DAYS

MANAGEMENT

<u>Date</u>	<u>Area</u>	<u>Scope</u>
3 September	All Navy installations	All employees, excluding firefighters
8 October	All Navy installations	All employees, excluding firefighters
22 November	All Navy installations	All employees, excluding firefighters

UNIONS

30 April	La Maddalena and Catania	All employees, excluding firefighters
6 July	Naples and Gaeta	All employees, excluding firefighters
16 August	Naples and Gaeta	All employees, excluding firefighters
17 August	Naples and Gaeta	All employees, excluding firefighters
2 November	La Maddalena	All employees
23 November	La Maddalena	All employees
24 December	Catania	All employees, excluding firefighters
31 December	Catania	All employees, excluding firefighters

All LN employees, including those serving a probationary period,
employees hired or terminated during the year, temporary

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employees and part-time employees will be granted the rest days which fall within their period of employment in accordance with paragraphs 3a and 3b(1) with the limitations set in paragraph 3b. Employees on unauthorized absence (AWOL) on the day preceding a rest day and employees whose rest day falls within a period of leave without pay in excess of 3 consecutive days will forfeit the rest day listed in para 3a. Rest days coinciding with a period of annual leave will be granted without charge to annual leave. Rest days coinciding with any other type of leave will not be rescheduled nor will leave be extended. No supplemental pay or premium pay is authorized for work performed on rest days. Rest days in paragraphs 3a and 3b above not granted on the established dates due to operational requirements or coinciding with non-work days will be rescheduled for use within 30 calendar days.

(2) Permessi. Permessi hours are available for use upon employee's request, with the approval of the supervisor. Exchange and non-Exchange permanent full-time employees are entitled to 48 hours and 44 hours, respectively, of excused absence with pay (permessi). The number of permessi hours for temporary employees, part-time employees, employees in non-pay status for more than 15 calendar days per month and employees hired or terminated during the year is proportionate to the duration of the appointment, the regularly scheduled hours of work, if less than 40 hours per week, and the number of months in a pay status in the calendar year in accordance with paragraph 3b. When the time off granted through rest days in accordance with paragraph 3b(1) equals the total prorated entitlement of the hours of work reduction, no permessi will be granted. Permessi will be granted and charged by hourly increments. Annual leave requests for less than a whole day will be charged to permessi until permessi hours are exhausted.

(3) Unused permessi. Since the hours of permessi not used during the calendar year must be paid for in the majority of cases at the overtime rate of pay, every effort must be made in order to ensure that the entire permessi entitlement is exhausted before

the end of the year. As of 1 October each year, departments/activities will be provided a report by the LN payroll office of the permessi balance of each of their employees. Employees will be required to schedule the unused hours of permessi for use before 31 December. Supervisors will ensure that all permessi leave is used prior to 31 December. Permessi hours not used by 31 December will be paid for at the overtime rate of pay, with the following exceptions:

(a) Unused permessi due to extended sick leave or maternity leave: straight time rate.

(b) Employees terminated during the year: straight time rate.

(c) Temporary employees converted to permanent employees: balance carried over into the following year.

(d) Reimbursement for hours used in excess of the entitlement due to termination or resignation before the end of the year: straight time rate.


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Chief of Staff

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